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ABSTRACT

This book focuses primarily on interlibrary loan, defined here as one library lending its materials to another library. A nationwide survey of multitype libraries was conducted and the results are reported throughout the body of the book. Each chapter is devoted to a particular aspect of interlibrary loan (ILL) and is followed by an extensive list of references. Chapter 1, "Historical Overview," is about the rise of interlibrary loan in the United States. Chapter 2, "Standardization," discusses interlibrary loan codes, policies, procedures, and forms. Chapter 3, "Networking," explores needs and development, organization and finance, types of networks, linking networks, and choosing and planning a network. Chapter 4, "Copyright," reviews the historical background of copyright, the U.S. Copyright Law of 1976, and public domain. Chapter 5, "Organization and Administration," is about organizational structure, staffing, work load, the professional library, interlibrary loan management, marketing the interlibrary loan program, and the cost of interlibrary loan. Chapter 6, "Policies and Procedures," explains the interlibrary loan patron interview, the interlibrary loan request form, verification and location, transmission of requests, office routines and records, insuring interlibrary loans, and international borrowing and lending. Chapter 7, "Document Delivery," reviews commercial suppliers, downloading, telefacsimile, campus delivery, home delivery, and alternative methods of delivery. Chapter 8, "Issues and Trends," is about access to information, document delivery, copyright concerns, organization and administration, and international trends. Sample ILL loan codes, ILL agreements, ILL job descriptions, and an annotated bibliography for the ILL professional are appended. Contains 287 references and an index. (DGM)

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